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20 June 1966

MEMORANDUM FOR: Deputy Director for Science and Technology

ATTENTION: Special Assistant to the DD/S&T,

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SUBJECT: Comments on Suggested Design Review
Procedures and Project Officer's HandbookREFERENCE: A. Memorandum for All Offices, DD/S&T,
Exec. Officer, DD/S&T, Chief, Admin.
Staff, DD/S&T, A/DIR/RECCE/FM, DD/S&T,
from Special Assistant to DD/S&T
[redacted], Subject: Project Officer's
Handbook, 14 June 1966 (DD/S&T-2973-66)B. Memorandum for Director of Research and
Development, Director of ELINT, Director
of Special Projects, Director of Computer
Services, Director of Special Activities,
from Special Assistant to DD/S&T
[redacted], Subject: Preparation of
a Project Officer's Handbook, 14 June 1966,
(DD/S&T-3146-66)

1. I have reviewed the referenced documents and, at first glance, feel that in view of the vastly increased number of projects and people involved, it is necessary, at this stage in the growth of DD/S&T, to provide more formal review and documentation. However, I feel compelled to state that I question the methods proposed in reference B to achieve such review and documentation.

2. I feel that the impact of these procedures will be substantial and therefore I am restrained from making a hasty evaluation. Specifically, I am thinking of the increased cost of doing business both to the government and the contractor as well as the increased number of people that will be involved at the project and supervisory level. I would hope that the benefits derived from any procedures that are established would more than offset these additional costs.

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[Redacted] [Redacted]

3. As you know, OSA is now in the process of reviewing its own contract management procedures. We are also in the initial phases of automating our contracting procedures consistent with the DD/S&T plan. In view of this, and the comments above, I would suggest you delay any implementation until we have had the opportunity to more thoroughly explore the ramifications of the references. I believe that thirty days should suffice to enable us to provide more meaningful comments.

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[Redacted]
JACK C. LEDFORD
Brigadier General, USAF
Director of Special Activities

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PS/OSA/
APD/OSA [redacted] (17 June 66)

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